

# 2003 ANNUAL SURVEY OF MANUFACTURES REPORT INSTRUCTIONS

---

The 2003 Annual Survey of Manufactures consists of Form MA-10000 (general statistics inquiry items and a value of product classes shipped inquiry).

Where available, the ASM form shows an establishment's prior year data in the 2002 column. The figures may differ from those actually reported because of changes made by the U.S. Census Bureau as a result of correspondence or a comparison with prior data reported for the establishment. Check these figures and make any necessary corrections. If 2002 figures are not printed on your form, report these figures only for item 10, Inventories.

Before returning your completed report, review all figures for the current year for consistency.

## **DEFINITION OF ESTABLISHMENT AND MANUFACTURING ACTIVITY**

- An establishment is generally a single physical location where business is conducted or where services or industrial operations are performed. Further clarification is provided in the General Instructions.
- Manufacturing activity involves the mechanical, physical, or chemical transformation of materials, substances, or components into new products. The assembling of component parts of manufactured products is considered manufacturing, except in cases where the activity is appropriately classified in Sector 23, Construction.

Report separate data for each establishment.

## **SUMMARY OF CHANGES TO FORM FROM 2002**

Deleted from form:

- Item 7 – Leased Employment and Payroll
- Item 11 – Inventory Valuation
- Item 12A – Value of Depreciable Assets – Beginning of Year
- Item 12C – Value of Assets Retired
- Item 12D – Depreciation
- Item 12E – Value Depreciable Assets – End of Year
- Item 13 – Rental Payments
- Item 15C – Selected Expenses (Purchased Services) Paid by Establishment
- Item 28 – Supply Chain Activities

## CONTENTS OF INSTRUCTIONS

	PAGE
<b>Part 1 – GENERAL INSTRUCTIONS</b> .....	3
<b>A. WHO SHOULD REPORT</b>	
<b>B. MANUFACTURING ACTIVITIES</b>	
<b>C. ECONOMIC VALUE</b>	
<b>D. REPORTING PERIOD</b>	
<b>Part 2 – DETAILED INSTRUCTIONS FOR SELECTED ITEMS</b> .....	5
<b>2. Employer Identification Number</b> .....	5
<b>3. Physical Location of Establishment</b> .....	5
<b>4. Sales, Shipments, Receipts, or Revenue</b> .....	5
<b>5. E-Commerce Sales, Shipments, Receipts, or Revenue</b> .....	6
<b>6. Employment and Payroll</b> .....	6
<b>10. Inventories</b> .....	8
<b>12. Capital Expenditures</b> .....	10
<b>15. Selected Expenses</b> .....	10
<b>22. Detail of Sales, Shipments, Receipts, or Revenue</b> .....	13
<b>29. Operational Status</b> .....	18
<b>Part 3 – SPECIAL INSTRUCTIONS FOR ESTABLISHMENTS INVOLVED IN OWNERSHIP CHANGES</b> .....	18

## GENERAL INSTRUCTIONS –

The purpose of these instructions are to assist you in filling out the Annual Survey of Manufactures (ASM) Form, MA-10000. If there are any questions regarding this report, please –

- Write to the U.S. Census Bureau, 1201 East Tenth Street, Jeffersonville, IN 47134-0001, or
- Visit our web site at [www.census.gov/econhelp](http://www.census.gov/econhelp), or
- Call 1-800-233-6136 for toll-free assistance, 7:30 a.m. to 4:30 p.m., Eastern Time, Monday through Friday

Please include the 11-digit Census File Number (CFN) shown in the address box of the report forms with any correspondence.

Public reporting burden for this collection of information is estimated to vary from a half hour to 6 hours per response with an average of 3.5 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0899, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, D.C. 20233-1500. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0899" as the subject.

If you need extra time for completing your report, send a request for an extension of time to the address shown above (include your CFN).

Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The eight-digit OMB number appears in the upper right corner of this report form.

Report all value figures in thousands of dollars, total plant hours in thousands of hours, and all electricity quantity figures in thousands of kilowatthours for the manufacturing establishment.

When actual book figures cannot be provided without high cost to your company, reasonable amounts of estimating or prorating are acceptable.

Selected Special Instructions pertaining to companies with two or more manufacturing plants are preceded by the statement "FOR MULTIPLE-ESTABLISHMENT COMPANIES ONLY."

If your company consists of a single establishment, you may ignore the multi-establishment instructions.

Return the report form for any establishment not in operation with a notation of its condition in item 29, Operational Status. If the establishment had custodial employees, capital expenditures, inventories, or any shipments from inventories, these should be reported in the proper section.

### A. Who Should Report

The Annual Survey of Manufactures is conducted under an Act of Congress (Title 13, United States Code) which requires that a report be filed by every manufacturer who receives a report form.

Since separate data will be published for industries and States, separate reports are required for each manufacturing establishment (plant).

An establishment is a single physical location where manufacturing is performed. If your company operates at different physical locations, even if they are producing the same line of goods, a separate report must be filed for each location.

If your company operates in two or more distinct lines of manufacturing at the same location, a separate report must be filed for each activity.

## B. Manufacturing Activities

Report all activities (manufacturing, fabricating, processing, and assembling) conducted within the establishment.

### INCLUDE

- Maintenance of plant and equipment
- Receiving and shipping activities
- Warehousing and storage
- Research
- Recordkeeping
- Health and safety
- Cafeteria and other services if operated as separate establishments

### EXCLUDE

- Sales branches and sales offices
- Research laboratories
- Retail stores
- Mining activities and general administrative offices

The Manufacturing Sector also includes establishments engaged in the following activities:

- Apparel jobbing and contracting
- Assembling from purchased components
- Commission processing of materials owned by others
- Job casting, stamping, and machining
- Lapidary work
- Machine shops, including those operating on a job-order basis
- Manufacturing and delivering ready-mixed concrete
- Milk pasteurizing and bottling
- Plating, galvanizing, polishing, etc., of materials owned by others
- Poultry dressing
- Printing book, periodical, etc.
- Repair of ships and boats
- Research and development, engineering and other services directly related to aerospace industries
- Sawmills
- Seafoods, fresh-packaged or frozen
- Wood preserving

Descriptions of some of these activities are provided in the DETAILED INSTRUCTIONS, Item 22.

## C. Economic Value

One of the important statistical measures of manufacturing activity is "value added by manufacture" which is derived by the U.S. Census Bureau from the figures reported for value of shipments, cost of materials, and inventories.

In order for statistics on value added and other subjects to be comparable from industry to industry, it is necessary that the operations of each establishment of a multiple-establishment organization be reported as though the establishment were a separate "economic" unit. This means that the value of interplant transfers and the cost of transferred materials within a company should include, in addition to direct costs of production, a reasonable proportion of "all other costs (including company overhead) and profits."

The establishment receiving such transfers should report them as materials consumed (or inventories of materials, etc.) at the same value plus the costs of freight and other direct handling charges. (See item 15, part A, Selected Production Related Costs; item 10, Inventories, and item 4, part A, Shipments.)

## D. Reporting Period

Report data for the calendar year. If calendar year book figures are not available except at considerable cost, reasonable estimates will be accepted. Indicate in item 30, Certification of the exact dates covered.

If there was a change in the operator during the year or the establishment operated part of the year only, the data apply to the period of operation by your company only. Report in item 29, Operational Status, any change of operator, and the name and address of the new operators.

## DETAILED INSTRUCTIONS FOR SELECTED ITEMS —

### Item ② – EMPLOYER IDENTIFICATION NUMBER(S)

This information is needed so that the Bureau of the Census can avoid sending duplicate report forms for the same location. Enter your current Employer Identification Number (EIN) if it is different from the one printed in the address label. Our file of new business formations is based on the new EINs issued each year. However, we exclude mailing report forms to new EINs if we identify them as belonging to existing respondents.

### Item ③ – PHYSICAL LOCATION OF ESTABLISHMENT

Accurate and precise data on the physical location of each establishment is needed in order to prepare the tabulations of manufacturing activity in each State. Each establishment has tentatively been coded geographically based on the address shown in item ③ of the report. Review item ③ and make any necessary corrections or additions to the address shown, including the street name and number and ZIP Code.

### Item ④ – SALES, SHIPMENTS, RECEIPTS, OR REVENUE

#### Part A – Value of Products Shipped

Report the total value of products shipped, including interplant transfers, exports, and other receipts as entered in item ②②. For selected industries in the manufacturing sector, value of production or value of work done are requested.

The value in item ④, part A should be the same as the value reported in item ②②, code 7700000 8. Also, this value should be comparable to the total reported for 2002. If the two figures are not comparable, please explain in the REMARKS section at the end of the form.

#### Part B – Value of Products Exported

Report as exports those shipments going directly for export

#### INCLUDE

- Shipments to foreign subsidiaries or foreign divisions of your company and their affiliates
- Shipments of your products to export firms and to other customers who will export the items
- Sales to the U.S. Government to be shipped to foreign nations under military and economic assistance programs
- Shipments to customers in the Panama Canal Zone, the Commonwealth of Puerto Rico, and U.S. possessions

#### EXCLUDE

- The sale of products which will be further manufactured, fabricated, or assembled in this country before being shipped to foreign customers
- Sales to the U.S. Government overseas
- Shipments of bunker fuels and other supplies and equipment for U.S. vessels and planes engaged in foreign trade

The breaking down of bulk shipments of your products into smaller bits or packages by a wholesale exporter or by other units of your company is not considered as further manufacturing, fabricating, or assembly.

#### FOR MULTIPLE-ESTABLISHMENT COMPANIES ONLY

#### Part C – Shipments to Other Domestic Plants of Your Company (for further assembly, fabrication, or manufacture)

Report separately the value of products which are transferred to other manufacturing plants of your company for further processing. (See the definition of Economic Value on page 4.)

#### INCLUDE

- The value assigned to products transferred to other plants of your company
- A reasonable portion of other costs (company overhead)
- A reasonable portion of profits

#### EXCLUDE

Products that are shipped to or on order from your company's sales or wholesale offices and sold to customers outside your company

**Item 5 – E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

E-commerce sales are online orders accepted for manufactured products from customers; including shipments to other domestic plants of your own company for further manufacture, assembly, or fabrication where price and terms of sale are negotiated over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system. Payment may or may not be made online.

**Item 6 – EMPLOYMENT AND PAYROLL**

Follow the definitions of employees used on the Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and as described in Circular E, Employer's Tax Guide.

Report for employees at the establishment who worked or received pay for the part of the pay period including the 12th of the specified months (March, May, August, and November).

*INCLUDE*

- All persons on paid sick leave, paid holidays, and paid vacation during these pay periods
- Officers at this establishment, if a corporation
- LEASED EMPLOYEES (human resources and human resource management services provided to client businesses by leasing companies operating coemployment relationships). Such companies specialize in providing a wide range of human resource and personnel management duties, such as payroll, accounting, payroll tax preparation and filing, benefits administration, recruiting, and managing labor relations.

*EXCLUDE*

- Members of Armed Forces and pensioners carried on your active rolls
- Proprietors and partners, if an unincorporated concern
- Agricultural workers or fishing crews from the following types of food processing establishments:
  - sugar mills which are part of sugar plantations
  - fruit or vegetable canning or freezing plants with farms associated with their operations
  - fish canning, freezing, or packaging plants with fishing operations associated with the plant

**Lines A1 – A3 – Production Workers**

*INCLUDE* workers (up through the line-supervisor level) engaged in fabricating, processing, assembling, inspecting, receiving, packing, warehousing, shipping (but not delivering), maintenance, repair, janitorial, guard services, product development, auxiliary production for plant's own use (e.g., power plant) recordkeeping, and other closely associated services (including truck drivers delivering ready-mixed concrete).

*EXCLUDE* proprietors and partners.

**Line A4 – All Other Employees (nonproduction personnel)**

*INCLUDE* supervision above line-supervisor level, sales (including a driver salesperson), sales delivery (truck drivers and helpers), advertising, credit, collection, installation, and servicing of own products, clerical and routine office functions, executive, purchasing, finance, legal, personnel (including cafeteria, etc.), professional and technical.

*EXCLUDE* proprietors and partners.

**Part B – Payroll Before Deductions (Exclude employer's cost for fringe benefits)**

Report the payroll that was included on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return.

*INCLUDE*

- Payroll for leased employees (carefully prepared estimates are acceptable)
- Employee's Social Security contributions, withholding taxes, group insurance premiums, union dues, and savings bonds.
- In gross earnings: commissions, dismissal pay, paid bonuses, employee contributions to pension plans such as 401(k), vacation and sick leave pay, and the cash equivalent of compensation paid in kind.
- Salaries of officers of this establishment, if a corporation

*EXCLUDE*

- Employer's cost for fringe benefits
- Payments to agricultural employees, fishermen, Members of the Armed Forces, and pensioners carried on your active payroll
- Deductions such as employee's social security contributions, withholding taxes, group insurance, premiums, union dues, and savings bonds
- Payments to proprietors or partners if this is an unincorporated concern

## Part C – Employer’s Cost for Fringe Benefits

### INCLUDE

- Legally required payments for all programs required under Federal and State legislation:
  - Federal Old Age and Survivors’ Insurance
  - Unemployment compensation
  - worker’s compensation
  - state temporary disability payments for establishment located in Rhode Island, California, New York, and New Jersey
  - payments for voluntary programs not specifically required by Federal state legislation whether initiated by the employer or established as a result of a collective bargaining contract
- Employer payments to programs financed jointly by employer and employee contributions
  - insurance premiums on hospital and medical plans
  - life insurance premiums
  - premiums on supplementary accident and sickness insurance

In reporting payments for insurance, report net payments (i.e., gross payments less any offsetting dividends, refunds, or other reductions in premiums).

- Payments or allocations for –
  - all pension plans regardless of method of administration
  - supplemental unemployment compensation plans
  - welfare plans
  - stock purchase plans in which the employers’ payment is not subject to withholding tax deferred profit sharing plans

The items listed above are generally considered as deferred rather than current income to employees and are not subject to withholding of income tax. If the payments or allocations by the company are made to a fund, do not report payments to employees out of these funds. However, include payments made directly to retired employees or their survivors that do not pass through a fund.

### EXCLUDE

- Expenditures not of the type listed above such as losses on company operated cafeterias and snack bars, cost of in-plant medical services, cost of free parking lots, discounts on employee purchases, cost of uniforms and other work clothing supplied to employees, and similar expenditures
- "Fringe benefits" such as payments for holidays, vacations, sick pay, bonuses, unused vacation, jury pay, night shift bonus, suggestion awards, and the payment on profit sharing and special stock purchase plans subject to withholding tax. Report this category of benefits as payroll in Part B.

If any of the items are maintained in your records only at the company level, allocate their costs to the manufacturing establishment. You may distribute the total on the basis of the ratio of the payroll of each manufacturing establishment to the total company payroll unless you have developed your own method of making such allocations. Specify the method used and the approximate portion that has been allocated in the REMARKS section at the end of the form.

## Part D – Number of Hours Worked by Production Workers

*INCLUDE* all hours worked or paid for, except hours paid for vacations, holidays, or sick leave. If an employee elects to work during the vacation period, report only actual hours worked by such employee. Overtime hours should be reported as actual hours worked and not as straight-time equivalent hours.

## Item 10 – INVENTORIES

Report the value of all inventories owned by this establishment regardless of where the inventories are held.

If this establishment is part of a multiple-establishment company, assign to each establishment those inventories that the establishment is responsible for as if it owned them.

In completing the report of a manufacturing establishment or sales branch, INCLUDE those inventories that are held elsewhere, such as a warehouse operated by your company or in a public warehouse. The inventories of an operating establishment held elsewhere should not be reported on the report of the warehouse where they are actually stored. Inventories should not be duplicated on establishment reports.

Report inventories at cost or market using generally accepted accounting methods. In reporting total inventories and inventories by stage of fabrication for inventories valued on LIFO (item 10, lines A – D), use the sum of the LIFO value plus the LIFO reserve. Thus, the total inventories reported in item 10, line D should equal the sum of item 10, lines E1, F1, and F2. Note that the LIFO reserve is the difference between the current cost (e.g., FIFO) of inventories (gross value) and the LIFO carrying value (net value). If you calculate the LIFO carrying value of inventories by specific goods LIFO (unit LIFO), please estimate the current cost of inventories for the purpose of determining the LIFO reserve.

The following examples show how to report inventories:

**Example A – Reporting of inventories that are completely not subject to LIFO** – Inventories by stages of fabrication are reported on 10, lines A – D. Total inventories reported on line 10D must be broken out in 10E. The total of 10, lines E1 and E2 should equal the total reported on line 10D. In this example, 100 percent of the total inventories are reported not subject to LIFO costing on 10, line E1. Lines E2, F1, and F2 are not used.

10 INVENTORIES <i>(Report inventories using generally accepted accounting practices.)</i>		End of 2003			End of 2002			
		\$ Bil.	Mil.	Thou.	\$ Bil.	Mil.	Thou.	
Were inventories of this establishment subject to the Last-in, First-out (LIFO) method of valuation?								
		<input type="checkbox"/> Yes - Use the sum of the LIFO amount plus the LIFO reserve for completing lines A through F2. If you changed to LIFO for calendar year 2003, specify in the REMARKS section.						
		<input checked="" type="checkbox"/> No - Complete only lines A through E1. Line E1 should equal line D.						
	Mark "X" if None				Mark "X" if None			
<b>A.</b> Finished goods	<input type="checkbox"/>			200	<input type="checkbox"/>		200	
<b>B.</b> Work-in-process	<input type="checkbox"/>			300	<input type="checkbox"/>		200	
<b>C.</b> Materials, supplies, fuels, etc.	<input type="checkbox"/>			500	<input type="checkbox"/>		400	
<b>D. TOTAL</b>	<input type="checkbox"/>		1 000		<input type="checkbox"/>		800	
<b>E.</b> Of the value on line D report:								
1. Amount not subject to LIFO costing	<input type="checkbox"/>		1 000		<input type="checkbox"/>		800	
2. Amount subject to LIFO costing (gross)	<input type="checkbox"/>				<input type="checkbox"/>			
<b>F.</b> Of the value on line E2 report:								
1. Amount of LIFO reserve	<input type="checkbox"/>				<input type="checkbox"/>			
2. Amount of LIFO value (net)	<input type="checkbox"/>				<input type="checkbox"/>			

**Example B – Reporting of inventories that are completely subject to LIFO** – Inventories by stages of fabrication are reported on 10, lines A – D using the gross amount of LIFO. Total inventories reported on line 10D must be broken out in 10E. The total of lines E1 and E2 should equal the total reported on line 10D. In this example, 100 percent of the total inventories are reported subject to LIFO costing on line E2 (gross amount). The associated LIFO allowance or reserve is reported on line F1. The net LIFO carrying value is reported on line F2. Line E(1) is not used.

**10 INVENTORIES**  
*(Report inventories using generally accepted accounting practices.)*

Were inventories of this establishment subject to the Last-in, First-out (LIFO) method of valuation?

Yes - Use the sum of the LIFO amount plus the LIFO reserve for completing lines A through F2. If you changed to LIFO for calendar year 2003, specify in the REMARKS section.

No - Complete only lines A through E1. Line E1 should equal line D.

	Mark "X" if None	End of 2003			Mark "X" if None	End of 2002		
		\$ Bil.	Mil.	Thou.		\$ Bil.	Mil.	Thou.
<b>A.</b> Finished goods	<input type="checkbox"/>			200	<input type="checkbox"/>			200
<b>B.</b> Work-in-process	<input type="checkbox"/>			300	<input type="checkbox"/>			200
<b>C.</b> Materials, supplies, fuels, etc.	<input type="checkbox"/>			500	<input type="checkbox"/>			400
<b>D. TOTAL</b>	<input type="checkbox"/>		1	000	<input type="checkbox"/>			800
<b>E.</b> Of the value on line D report:								
1. Amount not subject to LIFO costing	<input type="checkbox"/>				<input type="checkbox"/>			
2. Amount subject to LIFO costing (gross)	<input type="checkbox"/>		1	000	<input type="checkbox"/>			800
<b>F.</b> Of the value on line E2 report:								
1. Amount of LIFO reserve	<input type="checkbox"/>			300	<input type="checkbox"/>			200
2. Amount of LIFO value (net)	<input type="checkbox"/>			700	<input type="checkbox"/>			600

**Example C – Reporting of inventories that are partially not subject to LIFO** – Inventories by stages of fabrication are reported on item 10, lines A – D. The gross amount of LIFO should be used for the portion subject to LIFO. Total inventories reported on line 10D must be broken out in 10E. The total of lines E1 and E2 should equal the total reported on line 10D. In this example, the portion not subject to LIFO is reported on line E1. Report the portion subject to LIFO on line E2 (gross amount). Report the associated LIFO allowance or reserve on line F1. Report the net LIFO carrying value on F2.

**10 INVENTORIES**  
*(Report inventories using generally accepted accounting practices.)*

Were inventories of this establishment subject to the Last-in, First-out (LIFO) method of valuation?

Yes - Use the sum of the LIFO amount plus the LIFO reserve for completing lines A through F2. If you changed to LIFO for calendar year 2003, specify in the REMARKS section.

No - Complete only lines A through E1. Line E1 should equal line D.

	Mark "X" if None	End of 2003			Mark "X" if None	End of 2002		
		\$ Bil.	Mil.	Thou.		\$ Bil.	Mil.	Thou.
<b>A.</b> Finished goods	<input type="checkbox"/>			200	<input type="checkbox"/>			200
<b>B.</b> Work-in-process	<input type="checkbox"/>			300	<input type="checkbox"/>			200
<b>C.</b> Materials, supplies, fuels, etc.	<input type="checkbox"/>			500	<input type="checkbox"/>			400
<b>D. TOTAL</b>	<input type="checkbox"/>		1	000	<input type="checkbox"/>			800
<b>E.</b> Of the value on line D report:								
1. Amount not subject to LIFO costing	<input type="checkbox"/>			425	<input type="checkbox"/>			300
2. Amount subject to LIFO costing (gross)	<input type="checkbox"/>			575	<input type="checkbox"/>			500
<b>F.</b> Of the value on line E2 report:								
1. Amount of LIFO reserve	<input type="checkbox"/>			200	<input type="checkbox"/>			150
2. Amount of LIFO value (net)	<input type="checkbox"/>			375	<input type="checkbox"/>			350

## Item 12 – CAPITAL EXPENDITURES

### Part A – Capital Expenditures for Depreciable Assets (New and Used)

Report all outlays during the year for buildings and other structures, machinery, and equipment that are chargeable to the fixed asset account, and for which depreciation or amortization reserves are maintained.

#### INCLUDE

- Capital expenditures (outlays) during the year that were actually made during the year, not the final value of equipment put in place or the buildings completed during the year.
  - add the cost of additions completed during the year to the construction in progress at the beginning of year to compute capital expenditures for long-term projects in progress
- Capital improvements or new additions in progress in the assets section, as well as the capital expenditure section
- Capital expenditures during the year for new construction whether constructed on contract or by your own work force
- The value of all machinery and equipment, buildings, and capitalized improvements and repairs whether purchased or produced by employees of your own company
- The value of any machinery or equipment or structure transferred to the use of this establishment by the parent company or one of its subsidiaries

#### EXCLUDE

- Tools that are expensed. Report these in item 15, line A1, Cost of Materials, Parts, etc.

### Line A1 – Capital Expenditures for New and Used Buildings and Other Structures

#### INCLUDE

- Elevators, blast furnaces, brick kilns, fractionating towers, shipways and similar structures, as well as the usual factory office and warehouse type of buildings
- Equipment that is an integral part of the building or structure, such as elevators, overhead traveling cranes, ventilating shafts, and fractionating towers
- Capitalized site improvements, such as roads, docks, tracks, parking lots, fences, and utilities

#### EXCLUDE

- The value of land on which the structures stand

### Line A2 – Capital Expenditures for New and Used Machinery and Equipment

#### INCLUDE

- All production machinery (motors, lathes, punch presses, etc.) and transportation equipment (automobiles, trucks, etc.)
- All office equipment and machines; computers; furniture and fixtures for offices, cafeterias, dressing rooms; and warehouse equipment
- Replacement as well as additions to new capacity

IF THIS ESTABLISHMENT WAS INVOLVED IN A LEASING ARRANGEMENT OR CHANGED OWNERSHIP DURING THE YEAR, PLEASE SEE SPECIAL INSTRUCTIONS IN PART III.

### Part B – Breakdown of Expenditures for Machinery and Equipment by Type

#### Line B1 – Automobiles, trucks, etc., for highway use

#### INCLUDE

- Purchases of vehicles which are purchased for your company for highway use
- Vehicles acquired under a lease-purchase agreement

#### EXCLUDE

- Vehicles leased or vehicles normally designed to transport materials, property, or equipment on mining, construction, petroleum development, and similar projects. These vehicles are of such size or weight as to be normally restricted by State laws or regulations from operating on public highways.

#### Line B2 – Computers and peripheral data processing equipment

INCLUDE all purchases of computers and related equipment

#### Line B3 – All other expenditures for machinery and equipment

## Item 15 – SELECTED EXPENSES

### Part A – Selected Production Related Costs

#### Line A1 – Cost of materials, parts, containers, etc., used

The delivered cost figures should cover all raw materials, containers, scrap, supplies, etc., if:

- put into production,
- used as operating supplies, or
- used in repair and maintenance

If this establishment has products made elsewhere under contract and supplies the materials, report the cost of those materials.

**INCLUDE**

- Value of the specific materials used to produce products reported in item 4, line A, Shipments and Other Receipts
- Only physical goods used or put into production
- Total cost of the materials actually consumed or put in production during the year

**EXCLUDE**

- Amounts paid to other establishments for contract work and associated freight charges for shipping the materials to the contract producer and the finished products to you. Report these in line A5.

Costs is **delivered cost**, which is defined as the amount paid or payable after discounts and including freight and other direct charges incurred by the establishment in acquiring the materials.

**INCLUDE**

- Purchases from other companies
- Transfers from other establishments of your own company (See definition of Economic Value on page 4.)
- Withdrawals from inventories

If the establishment produces items subsequently consumed in further production, report cost of original materials consumed only.

The following list is shown only as an example of types of items which should be included in item 15, line A1

**MATERIALS**

Lumber	Cement
Plywood	Clay
Paper	Glass
Resins	Steel sheet
Sulfuric acid	Steel scrap
Alcohols	Copper rods
Rubber	Iron castings
Coking coal	Metal stampings
Crude petroleum	Wire

**PARTS**

Pumps	Gears
Wheels	Motors
Bearings	Hardware
Engines	Compressors

**CONTAINERS**

Pails	Boxes and bags
Drums and barrels	Crates
Tubes	

**SUPPLIES**

Bolts, screws, and nuts	Cleaning supplies
Drills, tools, dies, jigs, and fixtures which are charged to current accounts	Stationery and office supplies
Welding rods, electrodes, and acetylene	First aid and safety supplies
Lubricating oils	Dunnage
	Water

**FOR MULTIPLE-ESTABLISHMENTS COMPANIES ONLY**

**SPECIAL NOTE:** For transferred materials from other establishments of your company, include their full economic value in line A1 (See definition of Economic Value on page 4.)

**INCLUDE**

- Cost of production
- Cost of delivery

A carefully prepared estimate of the expected amount payable for each kind of produce put into production during a survey year for cooperatives which have not yet made a final settlement with the growers

**EXCLUDE**

- Services used or overhead charges such as advertising, telephone, telegram and cable, insurance, development and research
- Services of engineering, management, marketing and other professional consultants, (unless charges for such services are included in the prices paid for materials)
- Overhead items such as depreciation charges against plant and equipment
- Rent and rental allowances
- Interest payments, royalties, and patent fees
- Materials, supplies, machinery, and equipment chargeable to fixed asset accounts and used in the construction of new structures or additions to your plant, or new machinery and equipment (include in item 12, part A)
- Cost of products purchased and resold without further manufacture processing or assembly (include in item 15, line A2)

**Line A2 – Cost of Products Brought and Sold As Such Without Further Processing**

Report the cost of all products bought and resold in the same condition as when purchased and not made part of another product manufactured by this establishment. (Total sales value of all products resold is to be included in ④, line A and item ②②, code 9998900 6.)

**Line A3 – Cost of Purchased Fuels Consumed for Heat, Power, or the Generation of Electricity**

*INCLUDE*

- Total amount actually paid or payable during the year for all fuels consumed for heat, power, or the generation of electricity
- Anthracite and bituminous coal, coke, natural and manufactured gas, fuel oil, liquefied petroleum gas, gasoline, and all other fuels including purchased steam
- Fuels to power onsite trucks, fork lifts, and other motor vehicles associated with the establishment

*EXCLUDE*

- Estimated cost of fuels, such as sawdust or blast furnace gas, produced as a byproduct of your manufacturing activities
- Cost of fuels when consumed as raw materials (report these costs in line A1)

**Line A4 – Cost of Purchased Electricity**

*INCLUDE* the total amount payable or paid for electric energy purchased during the year from other companies or received from other establishments of your company

*EXCLUDE* the value of electricity generated and used at this establishment

**Line A5 – Cost of Contract Work Done for You by Others on Your Material**

*INCLUDE* the total payments made during the year including freight out and in. Exclude the cost of materials worked on (report these costs in line A1).

**Part B – Quantity of Electricity**

Report all quantities for electricity in thousands of kilowatthours.

**Line B1 – Purchased Electricity**

Report, in thousands of kilowatthours, the quantity of electricity for which cost is reported in line A4.

**Line B2 – Generated Electricity**

Enter the total quantity of electric energy generated in this plant (gross less generating station use) during the year including such energy sold or transferred.

Note: *INCLUDE* data relating to the activity of the power stations in other sections of this report. For example, include the number of employees assigned to the power station, their wages and hours in the figures reported in item ⑥, and the cost of fuels used to generate electricity, in item ①⑤, line A3.

**Line B3 – Electricity sold or transferred to other establishments**

Enter the quantity of electric energy, also included in item line B1 or B2, sold to other companies or transferred to other manufacturing or nonmanufacturing establishments of your company. Include the corresponding value of electricity sold or transferred in item ④, line A, and in miscellaneous receipts at the end of item ②②, code 9998000 5.

## Item 22 – DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

### 1. General Instructions

Reporting by 10-digit Product Code is not required in 2003. A description of the 7-digit Product Class is provided in Specific Instructions below.

VALUE is defined as net selling value f.o.b. plant to the customer after discounts and allowances.

*EXCLUDE* freight charges and excise taxes.

#### *INCLUDE*

- Products made elsewhere for this establishment by others from materials supplied by this establishment. (Report the cost of these materials in item 15, line A1)
- Receipts from products bought and resold without further processing and reported separately in Item 22, code 9998900 6 and in item 4, part A. The cost of such products should be reported in item 15, line A2).

If imported products (including products made by your foreign affiliates) are sold without further manufacture, processing, or assembly by your domestic plant, report those products on the line for "Resales" in item 22, code 9998900 6. Do not include them with specific products made at the domestic reporting establishment.

We also want to clarify the instructions for marketing high cost office and production equipment by leasing them rather than selling them. If you follow this marketing practice, report in item 4 the value of goods marketed under a lease as if you had sold them:

- In item 4 (and also in item 22) report as value of shipments the equivalent market value of the goods. (The terms of the lease may use the present discounted value or some other method.)
- Do not report any rental receipts from leases outstanding.

### 2. Specific Instructions (for Reporting Value of Shipments by Product Class in item 22)

The product class codes appear with eight digits. The first 7 digits represent the product class; the eighth digit is used in our computer operations to mechanically verify the accuracy of the first seven digits. In item 22 of each form MA-10000, the Census Bureau has preprinted the product class codes and description of the products reported by the establishment in the prior survey year. Please review the entire list before completing the inquiry.

**The complete list of product class codes and descriptions for the Manufacturing Sector (in specific NAICS industry groups) is provided on our Internet Web site at [www.census.gov/econhelp](http://www.census.gov/econhelp).**

If you cannot locate the description of any products that you produce, please enter a description of your products in column (a) and enter their values in column (c) on the form. Report separately for each major kind of product.

Please note that some of the preprinted product classes in Item 22 have an asterisk (\*) at the end of the description. The product classes ending with an asterisk are "tielines" to the Current Industrial Reports (CIR). The Annual Survey of Manufactures (ASM) utilizes the tieline method for reporting summary information in the ASM where detailed information is being reported for the same period in a CIR. In this instance, the product detail that is collected monthly, quarterly, or annually in the CIR is not duplicated in the ASM. Instead, a single (tieline) product class code is collected in the ASM that corresponds to the sum of the detail appearing in the CIR. Value data reported in Item 22 should be cross-referenced to the data reported on the CIR questionnaires to verify consistency.

In the prior year column, we also have printed the data available in our files. These figures may differ from those actually reported by you because of changes made by the U.S. Census Bureau as a result of correspondence with your company or a comparison with previous data reported for the establishment. Please review the previous year figures and make any necessary corrections.

If you have any questions, please write to:

U.S. Census Bureau  
1201 East Tenth Street  
Jeffersonville, IN 132-0001

or call the number referenced on your report form or call 1-800-201-4647.

### 3. The Scope of Manufacturing Activity

Below is a list of manufacturing activities that are **inside the scope of the Manufacturing Sector**.

Establishments whose activity spans these areas should review their specific section carefully and note **any special product class reporting instructions** that may be particular to their products.

## **AEROSPACE INDUSTRIES (3364)**

These instructions recognize that the assignment of product shipment values by the aerospace industries differs from that followed by most manufacturing industries. Most contracts within the aerospace industries are variations of "fixed price" or "cost plus." These instructions are designed to insure that products are reported consistently in item 10 (inventories) and item 22 (product classes).

**Fixed price contracts** – Work performed under a fixed price contract should be reported as a shipment when delivery of the product occurs. The cumulative value of the products being manufactured should be included in inventories gross of progress payments until delivered. (These inventories should not be reduced by the amount of any progress payment.)

**Cost plus contracts** – The value of work done on a cost plus contract should reflect cost incurred during the year as well as a portion of the profits for the contract. Value of work done may be based on (a) the estimated work completed during the year as a percentage of the total contract price or (b) net billings for work done during the year. This value should be reported for the value of products shipped. Any work done during the year that has not been reported as a shipment should be reported in work-in-process inventories.

**Nonaerospace products** – The value of nonaerospace products shipped and services performed should be based on the net selling value, f.o.b. plant, after discounts and allowances, and exclusive of freight charges and excise taxes.

Include products made elsewhere for this establishment on a contract basis from materials supplied by this establishment (the cost of these materials should be included in item 15, line A1).

When transferring products to other establishments within your company, the shipping plant should assign the full economic value of the transferred products, i.e., include all direct costs of production and a reasonable proportion of all other costs and profits.

## **APPAREL MANUFACTURERS (3151)**

**Jobbers and Contractors – Apparel jobbers and contractors, as well as manufacturers, are in scope of this survey and must report:**

1. Jobber – Employs contractors to make apparel from fabrics you supply or making knit apparel from yarns you supply.
2. Contractor – Makes apparel from fabrics supplied to you by other companies or by other establishments of your company (multi-establishment company contractor) or knitting apparel from yarns supplied by others.
3. Manufacturer – Makes apparel from fabrics that you purchase or knits apparel from purchased yarn. Manufacturers may or may not employ contractors to supplement their labor force.

### **Reporting of Contract Work**

1. Products made for you by others from your materials –

Manufacturers and jobbers should report such products as if they were made in their own establishment. The cost of materials is reported in item 15, line A1, the cost of contract work is reported in item 15, line A5, and the value of product shipments is reported in item 22.

2. Products that you made from materials owned by others –

Contractors should report the amount received for "commission or contract receipts."

3. Products made by multi-establishment apparel companies –

If you knit or cut apparel in one plant and sew or finish the garment in another plant, the sewing or finishing plants should be treated as contractors to the knitting or cutting plant. The contract plants should report the value of work done during the survey year as "Receipts for work done for others." The plant in which the garments were knit or cut should report the quantity and value of the finished garments in item 22, and the cost of work done by the sewing or finishing plant in item 15, line A5.

If your company has a central office or plant that purchases and maintains ownership of materials (yarn, fabrics, etc.) but ships those materials to other plants of the company to be knit or cut into garments, the central office or plant owning the materials should report the cost of materials in item 15, line A1, the cost of contract work in item 15, line A5, and the quantity and value of shipments in item 22. The contractor plants receiving the materials should report the value of work done as "Receipts for work done for others."

### **BAKERY ACTIVITIES (3118)**

"Distribution Points and Relay Stations" of bakeries that are used by processing plants to facilitate house-to-house delivery in nearby cities should be considered as part of the processing plant in preparing this report, provided their primary activity is the distribution of goods to household consumers. Any such location distributing primarily at wholesale (to retail stores, etc.) should be regarded as manufacturer's sales branches, which are out of the scope of this survey.

### **DAIRY ACTIVITIES (3115)**

"Dairy Receiving Stations" which do not have bottling or pasteurizing operations but which receive fluid milk in bulk and ship it, without processing, to bottling or other manufacturing plants of the same company should report their shipments as "Resales."

Also, those dairy establishments that are engaged in the business of buying bulk fluid milk and selling it at wholesale, without processing or bottling, should report these sales as "Resales."

"Distribution Points and Relay Stations" of dairies that are used by processing plants to facilitate house-to-house delivery in nearby cities should be considered as part of the processing plant in preparing this report, provided their primary activity is the distribution of goods to household consumers. Any such location distributing primarily at wholesale (to retail stores, etc.) should be regarded as manufacturer's sales branches, which are out of the scope of this survey.

### **GARMENT MANUFACTURERS (3152-3159)**

Report value of shipments for garments produced within the 50 states of the United States, including garments covered under special import category "9802."

Those garments cut in the United States, sent abroad for sewing, and then shipped back into this country under the provisions of item 9802.00 of the Tariff Schedules of the United States should be reported in item 22 on the appropriate detailed product line.

Finished garments that you import, excluding "9802"garments, should be reported as "Resales" in item 22. If records are not kept separately on the shipments of imported garments, please estimate a breakout and report the value of shipments of domestically produced garments on the appropriate detailed product lines of item 22 and the shipments of imported garments as "Resales."

### **KNITTING MILLS (3131-3149)**

**Jobbers and Contractors – Apparel jobbers and contractors, as well as manufacturers, are in scope of this survey and must report:**

1. Jobber – Employs contractors to make apparel from fabrics you supply or making knit apparel from yarns you supply.
2. Contractor – Makes apparel from fabrics supplied to you by other companies or by other establishments of your company (multi-establishment company contractor) or knitting apparel from yarns supplied by others.
3. Manufacturer – Makes apparel from fabrics that you purchase or knits apparel from purchased yarn. Manufacturers may or may not employ contractors to supplement their labor force.

## Reporting of Contract Work

### 1. When reporting products made for you by others from your materials –

Manufacturers and jobbers should report such products as if they were made in their own establishment. The cost of materials is reported in item 15, line A1, the cost of contract work is reported in item 15, line A5, and the value of product shipments is reported in item 22.

### 2. Products that you made from materials owned by others –

Contractors should report that amount received for "commission or contract receipts."

### 3. Products made by multi-establishment apparel companies –

If you knit or cut apparel in one plant and sew or finish the garment in another plant, the sewing or finishing plants should be treated as contractors to the knitting or cutting plant. The contract plants should report the value of work done during the survey year as "Receipts for work done for others." The plant in which the garments were knit or cut should report the quantity and value of the finished garments in item 22, and the cost of work done by the sewing or finishing plant in item 15, line A5.

If your company has a central office or plant that purchases and maintains ownership of materials (yarn, fabrics, etc.) but ships those materials to other plants of the company to be knit or cut into garments, the central office or plant owning the materials should report the cost of materials in item 15, line A1, the cost of contract work in item 15, line A5, and the quantity and value of shipments in item 22. The contractor plants receiving the materials should report the value of work done as "Receipts for work done for others."

## LIQUOR DISTILLING – REPORTING "VALUE OF PRODUCTION" (31214)

Please note that for product classes included in the activities listed above, the value of production rather than the value of shipments is to be reported. The value of production should equal the selling value f.o.b. plant (after discounts and allowances and excluding freight charges) of all products made during the survey year whether sold, transferred, added to inventory, or used in further processing. For products made during the survey year and transferred or held in inventory at the end of the year, estimate the value on the basis of the average price received for similar products of the same grade sold during the year.

**Distilled Liquors** – Production value for products sold in the raw state or directly after production refers to the actual amount received or receivable by you for the production, excluding freight charges and excise taxes.

For liquors to be aged by you or otherwise placed in inventory prior to further processing or selling, report only the actual cost of producing and barreling the raw product, including the cost of materials, labor cooperation, and the pro rata share of overhead generally assigned to such production operations.

## MEAT PROCESSERS (31161)

Meat processors should report the sales of fresh meats (not frozen, cooked, canned, smoked, cured, or otherwise processed) prepared from purchased carcasses as "Resales."

## PRINTING AND RELATED TRADES (3231)

Printing and related pre- and post-press services such as platemaking, imagesetting, color separations, binding, and other post-press work are included in the scope of this survey. Your revenue for such work should be reported in item 22 under the appropriate description.

### **PULP MILLS (32211)**

Integrated operations consisting of pulp mills and primary paper and board mills need file only one report for both activities. In reporting in item 22 account for interplant transfers for the woodpulp transferred to manufacturing establishments of your company at other locations. Exclude transfers of woodpulp to your paper or board mill at this location.

### **SEAFOOD PACKAGING – REPORTING "VALUE OF PRODUCTION" (311711 – 311712)**

Please note that for product classes included in the activities listed above, the value of production rather than the value of shipments is to be reported. The value of production should equal the selling value f.o.b. plant (after discounts and allowances and excluding freight charges) of all products made during the survey year whether sold, transferred, added to inventory, or used in further processing. For products made during the survey year and transferred or held in inventory at the end of the year, estimate the value on the basis of the average price received for similar products of the same grades old during the year.

### **SHIPBUILDING AND REPAIRING (3366)**

Report in column (c) of item 22, the value of work done on all new ships and offshore oil platforms during the survey year. Include ocean, inland river, harbor, and Great Lakes ship construction. Include all vessels under construction during the year, regardless of when the keels were laid or whether the vessels were launched in survey year. For vessels on which work was begun prior to survey year or was not completed by the end of the survey year, report the value of work done only during survey year.

Include in value of work done the cost of labor, the cost of purchased materials and parts received during the year, overhead, and profits. Alternate methods of reporting the value of work done, in order of preference, are:

1. Multiply the estimated percentage of completion during survey year by the contract price of the vessel.
2. Net billings for work done during survey year

This value should be reported for the value of products shipped. Any work done that has not been reported as a shipment should be reported in work in process inventories (item 10, line B).

Repair work done on ships, including conversions and reconversions – Report in column (c) of item 22 the total receipts for repair work done during survey year. For conversions and major repair jobs, the value of work done should be reported, using one of the suggested methods described above.

## TEXTILE MILLS

### Yarn, Thread, and Scouring and Combing Mills

1. Report yarn blends and mixtures according to chief fiber content by weight. For 50-50 blends and mixtures, classify the yarn as manmade fiber yarn.
2. Include finished yarns that are spun or thrown in the same establishment in codes 3131111 1 – 3131123 6.
3. Include yarns bleached, dyed, or otherwise finished but not spun, thrown, woven, or braided in the same establishment in product class code 3133120 0.

### Broadwoven Fabrics Mills

Report blends and mixtures according to chief fiber content by weight. For 50-50 blends and mixtures, classify as manmade fiber fabric.

## TOBACCO PRODUCTS (3122)

### Reporting shipments

**Cigarettes, Cigars, and Tobacco** – Report materials (leaf, the value of green leaf redried, packed, and stored in the scrap, etc.) which were redried, stemmed, and/or packed. Include the value of green leaf redried, packed, and stored in the establishment.

## Item 29 – OPERATIONAL STATUS

Complete this item fully. Accurate completion of this item will avoid unnecessary correspondence and reduce the possibility of your receiving more than one report form for the manufacturing activity at this location.

Mark (X) the box that is applicable to the operation of your establishment during the survey year. If you mark either of the last two boxes, fill in the month, day, and year (figures only) that the action became effective. If the last box is marked, supply the name and address (or location) of the new owner or operating company.

## SPECIAL REPORTING INSTRUCTIONS FOR ESTABLISHMENTS INVOLVED IN OWNERSHIP CHANGES

The establishment may have been purchased singly or as part of a parent company which was acquired by or merged with another company. Please make certain that the date of the change in ownership is recorded in Item 10, OPERATIONAL STATUS.

### A. If the establishment is filing for only part of the year, report as follows:

1. FINAL REPORT FOR THE OWNER WHO SOLD THE ESTABLISHMENT – Report any new or used capital expenditures, that occurred in the current year prior to the sale.
2. BEGINNING REPORT FOR THE BUYER – Report only the capital expenditures which occurred after the original purchase of the entire plant.

### B. If a full year report is being filed for this establishment and:

1. The value of the fixed assets were not changed as part of the ownership change, continue to report as in the past.
2. If the values of the fixed assets were changed as part of the ownership change, beginning assets should be revised so that the value of the beginning assets equals the transaction price minus old owners' current year capital expenditures plus old owners' current year retirements up to the time of the sale. Report capital expenditures that occurred during the entire year under both owners.